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DIVISION OF MANAGEMENT AND TECHNOLOGY

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State of Wisconsin

Department of Health and Family Services

October 20, 2005

TO: Residential Care Center Licensees
Incorporated Group Home Licensees

FROM: Ken Thyberg, Chief
Special Services and Financial Statements Section
Bureau of Fiscal Services

Re: 2006 Rates for Residential Care Centers (RCC) and Incorporated Group Homes (GH)

Pursuant to Chapter 46.037 of the Wisconsin Statutes, which authorizes you to set your own rates, and requires that the Department of Health and Family Services (DHFS) be notified of your rate or of any changes in that rate before that rate is charged to any purchaser, DHFS hereby requests notification of your rates for calendar year 2006. The Department will accept a letter as notification of your rates. However, completion of the Federal Reimbursement Budget forms as part of the annual rate setting process will be required for new licensees, new RCC programs having a separate rate or facilities not having a completed 2004 audit. The Department will make claim for federal reimbursement based on your 2006 rate letter and applying the FFP percentage from your approved 2004 audit or as applicable, from the Federal Reimbursement Budget forms.

The Federal Reimbursement Budget forms have been renumbered and are now available on the DHFS website at the following address <http://dhfs.wisconsin.gov/forms/DMTNum.asp>. DMT-0974 are the instructions to help you to complete the forms, and DMT-0976 through DMT-0982 are Schedules A through E. Please note that the Schedule D and E for Group Homes (DMT-0979 and DMT-0982) are different from those for Resident Care Facilities (DMT-0980 and DMT-0981). Please use the correct form for your type of license.

The Department must be notified in writing of your rate charges even if they remain unchanged from the previous year. You may choose to report either a monthly rate or a daily rate. Monthly rates are to be rounded to the nearest dollar, and daily rates to the nearest cent.

Your rate information should be sent by December 1, 2005, to:

Thomas A. Smith
Special Services & Financial Statements Section
Bureau of Fiscal Services
Division of Management and Technology
P. O. Box 7850
Madison, Wisconsin 53707-7850
Telephone: (608) 266-2558

Failure to meet the deadline stated above will result in your facility being referred to the Department's licensing unit (Bureau of Regulation and Licensing) for further action.

Should it be necessary to change your rate during calendar year 2006, you are required to submit a revised letter to the address above before the new rate can be charged. You should also notify users of your service of any new rates, since it may be necessary to renegotiate the purchase of service contracts to reflect the new rate.

We wish to remind RCC's that your letter must contain the rates for each program you operate under your license and that each program must have separate and identifiable components.

Also, the statute requires that all purchasers must be charged the rate established for your facility. This includes out-of-state purchasers of Wisconsin services.

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As in the past, your 2006 rates will be published for prospective users through the Division of Children and Family Services. During the year, rate information will be updated if changes occur. Your assistance and participation are most appreciated to assure that proper rate setting and maximum federal reimbursement results from your efforts.

HealthCheck/Other Services

This section is specific to RCC's who will be participating in HealthCheck/Other Services during calendar year 2006. The rate to be submitted in accordance with this memo is a rate calculated under pre HealthCheck/Other Services assumptions.

cc	Burnie Bridge, DCFS	Jill Chase, BRL
	Paul Minkus, DCFS	Ann Anderson, PEAS
	Don Warnke, BFS	Mary Morse, BRL
	Cheryl Thompson, BFS	Amy McDowell, BFS
	Thomas A. Smith, BFS	